

## **Job description: Senior Science Technician and Cover Teacher/Staff – Islamia Girls School and Brondesbury College**

- GCSE Maths, English and Science at grade C or above, or equivalent
- Post-16 qualifications in sciences
- A degree in science related subject is desirable
- Experience in handling different laboratory equipment, including chemicals
- Ability to work with young people.
- Good knowledge and a passion for science
- Previous experience as a science technician
- Promote, support and have professional regard for the school's mission statement, Islamic ethos, policies and practice of the school.
- Maintain high standards in their own attendance and punctuality
- Have regard to the need to safeguard pupils' well-being, in accordance with statutory provisions
- Show tolerance of and respect for the rights of others and support Islamic and British values.
- Follow and promote Health and Safety and safeguarding requirements
- Cover lessons of absent teachers as directed by Headteacher/Deputy Headteacher
- Carry out or cover break and lunch duties
- Cover school's reception desk when required – this involves taking phone calls, receiving deliveries and providing front desk assistance
- Attend and participate in regular Science Department and whole school meetings.
- Liaise with teachers regarding equipment requisitions and resolve issues in a timely manner.
- Report to the Head of Science and Deputy Headteacher incidences of staff/students health and safety concerns
- To use and recognise own strengths and areas of expertise and use these to advise and support others.
- Keep up to date with CLEAPPS regulations and subject specific curriculum requirements.
- Create and maintain a purposeful, orderly and productive working environment.
- Maintain the tidiness and cleanliness of the prep room spaces and storage spaces, both within the prep room and laboratories in accordance with the Health and Safety Act, CLEAPPS recommendations and EU regulations
- Day to day management of the department budget for the purchase of Science resources, in liaison with the Head of Science and Deputy Headteacher
- Prepare apparatus, materials and solutions for science staff according to the requisitions compiled by science staff.
- Advise teaching staff effectively on alternative suitable experimental techniques for requested practical tasks where appropriate.
- Deliver, retrieve and clear away apparatus to and from laboratories
- Maintain and take care of apparatus and equipment, according to Health and Safety guidelines, including PAT testing of all electronic equipment.
- Report faults in laboratories and ensure a clean and safe environment for practical equipment.
- Identify equipment needs in consultation with teaching and technician staff to enhance the quality of teaching and learning in the department.
- Order materials and equipment and set up and operate systems of stock control, including maintaining an up-to-date database of both chemical and non-chemical equipment
- Maintain stock levels and order stationery with the support of the Head of Science.
- Participate in the preparation and setting up of equipment, materials and apparatus for use in practical examinations/assessments.
- Be responsible for the preparation of special compounds, specimens, electrical/electronic circuits, reagents and micro-biological materials for class work.
- Local purchases of material requiring transport for collection may be required to meet the requisition needs of science staff.
- Routine scientific resource collections at times within normal working hours
- Disposal of waste laboratory materials as directed, in accordance with established routines
- Carrying out annual fume cupboard checks to comply with current legislation.
- Any other duties as directed by the line management structures of the school that is commensurate with the grade, and promote the practical teaching of science.
- Work with science staff to help organise and run enrichment activities including, but not limited to, Science club, Science Week and open evenings (the appointed person is expected to contribute to evening support up to 8pm on Open Evenings [normally twice a year]).
- Advise science staff on safety matters or potential problems with equipment.
- Suggest practical activities relevant to the course specification to help develop students practical skills through all key stages
- Assist staff with class practical work and working with students to facilitate their studies.
- To liaise with other departments and staff within school, and other establishments and agencies when required.

The description above is not exhaustive and the appointed person is expected to carry out duties as per any reasonable requests made by the Headteacher, Deputy Headteacher or the Head of Science.